



Cawley Childcare Ltd

(I/A Home from Home Creche & Preschool & Kids Campus)

Policy & Procedure
DROP OFF AND COLLECTION OF
SCHOOL AGE CHILDREN

Document Title:	Drop off and Collection of School Age Children
Person(s) responsible for developing, distributing and reviewing Policy	Rachel Cawley
Person responsible for approving Policy	Danielle Cawley
Method of communication of policies to staff - hard copy	All Staff
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Included in Parent Handbook Available on website
Method of communication of policies to school age children	A hard copy of the policy is available in the service
Date the Document is Effective From:	November 2022
Scheduled Review Date:	November 2023

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

All staff have received training on this policy.

Morning Drop Off to setting and Drop to School

Children must be signed in on entering the entering the service

Children will be supervised in Afterschool Rooms and offered breakfast while there.

Children will be given notice of tidy up time prior to leaving for school.

Staff will ensure children are adequately dressed going to school (coats, scarf, gloves etc)

Staff will ensure children have school bags.

Children will be signed out by staff at time of leaving setting

Children will walk to school supervised by room leader and left in class lines within the school gates. Staff member will wait with junior infant children until teacher arrives.

Afternoon pick Up from Schools

Children will be picked up from teacher by staff member at the relevant door and time of finishing.

Children will walk back to setting supervised by staff members. One staff member leading and other staff member at the rear. Children will only cross at the appropriate zebra crossing in the school area.

Staff member will call roll on returning to setting and indicate time of return for each Child.

Pick up at the end of the Day

Children can only be picked up by a named person stated on their registration file. This is easily visible to staff on the wall for quick reference.

If staff do not know this person, they will ask for ID to ensure the safety of the Child.

If the person is not authorised to pick up on the registration form, the Child cannot go with that person. The staff member must advise the person they are not permitted to allow the Child to leave.

The member of staff must contact the parent immediately to advise of this and alternative arrangements put in place.

We understand that parents can get delayed from work due to traffic, public transport etc, in these circumstances the parent must

- Contact the service to advise they will be delayed and give an estimate of how long they will be
- Organise someone else on the list to collect their Child

There is no additional charge for this as we do understand it can be out of your control, however if it continues to happen (more than 3 times in one month) an additional fee may be payable.

If a Child is not collected:

- Staff member will make contact to parents (if not available), emergency contact person will be contacted and arrangements will be made for collection of the Child.

If collecting person is not in a fit state to collect a child:

- The staff member has the right to refuse to allow the Child to leave.
- The staff member may ask to speak to the person authorised to collect away from the Child as to not to upset the Child.
- Alternative arrangements may have to be made for someone else to collect their Child.
- If circumstance get out of control and there is any risk of safety of the Child or the staff member, the Gardaí will be called immediately.

Insurance

All children are covered by Cawley Childcare Ltd insurance in transit to and from school by members of staff of Cawley Childcare Ltd (Home from Home Creche and Kids Campus services).

Insurance is displayed prominently inside the main door of all services for your convenience.